



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams St)
Ft Harrison, Montana 59636-4789

HRO

DATE 19 September 2006

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-441
CLOSING DATE 03 October 2006**

POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II TEMPORARY INDEFINITE) WITH POSSIBLE PERMANENT STATUS.

BARGAINING UNIT POSITION: Information Technology Specialist (SYSADMN), GS-2210-11/12

SALARY RANGE: GS-11 \$54,503.00 - \$70,858.00 PA (per annum) *
GS-12 \$62,557.00 - \$81,320.00 PA (per annum) *

* Includes Special Salary Rate for Occupational Series 2210.

LOCATION: DPI, Helena, MT

SELECTING OFFICIAL: LTC Patrick Nugent

APPOINTMENT FACTORS

MAXIMUM MILITARY GRADE: 05/LTC

EXCEPTED ☒ OFFICER ☒ WARRANT OFFICER ☒ ENLISTED ☒

COMPATIBILITY: OFF: 25, 53 WO: 250N, 251A ENL: 25B, 25D, 25Y

NON-SUPERVISORY ☒ TEMP INDEF ☒ (AREA II) TEMP ☒ (AREA I temp promo/reassign)
BOTH AREA I AND II WITH POSSIBLE PERMANENT STATUS.

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1 and 2). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: If applicants desire, a copy of the Position Description (PD) can be obtained from the HRO. A brief statement of duties from PD No. 90041C/E00 follows: The purpose of this position is to serve as the technical expert and project leader for information technology (IT) systems administration. Develops, modifies, and tests overall system backup and recovery strategies for all systems. Serves as the technical expert and focal point for installation, configuration and testing of hardware and software associated with multiple operating systems and computer platforms. Serves as the senior systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting to support customer needs. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers concerning the operation/use of C4 systems, services and activities.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: If filled at the GS-11, promotion potential to GS-12 upon completion of a classification desk audit.

PCS FUNDS NOT AUTHORIZED.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 and 2 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (406) 324-3135 OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3138, DSN: 324-3122/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-441

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR INFORMATION TECH SPECIALIST (SYSADM), GS-2210-011, 90041C/E00

1. Skill in troubleshooting computer hardware and software.
2. Skill in analyzing data.
3. Ability to use Reserve Component Automation System (RCAS) application software.
4. Skill in the use of UNIX operating systems.
5. Ability in the use of Government Off-the Shelf (GOTS) applications.
6. Skill in the use of Windows operating systems.
7. Skill in the use of ORACLE applications (i.e. SQLPLUS, OEM/DBA Studio)

GENERAL EXPERIENCE: General experience, education, or training which demonstrates the candidate has knowledge of customer applications, programs, hardware and operating systems.

SPECIALIZED EXPERIENCE: Must have 36 months of specialized experience in operating computers, managing software, and automation systems administration.

//signed//

PATRICK NUGENT
LTC, MT ARNG
Supervisory IT Specialist

Enclosure 1

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-441

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR INFORMATION TECH SPECIALIST (SYSADM), GS-2210-12, 90041C/E00

1. Skill in troubleshooting computer hardware and software.
2. Skill in analyzing data.
3. Skill in the use Reserve Component Automation System (RCAS) application software.
4. Skill in the use of UNIX operating systems.
5. Skill in the use of Government Off-the Shelf (GOTS) applications.
6. Skill in the use of Windows operating systems.
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Enclosure 2